

**2008 SUMMER RESIDENTIAL GOVERNOR'S SCHOOLS (SRGS)  
ACADEMIC PROGRAMS AND MENTORSHIPS  
PROCESS GUIDE FOR PUBLIC SCHOOL ADMINISTRATORS**

The 2008 Summer Residential Governor's School (SRGS) selection process is consistent with the mission of the Virginia Department of Education to provide eligible students in the Commonwealth fair and equitable access to programs and services, and to allow for greater decision making at the local level. The process continues to guarantee representation in the SRGS while providing equitable participation to students throughout the Commonwealth. All information, applications and nomination report forms are available at the following Web address:

[www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS](http://www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS)

The 2008 Summer Residential Governor's School (SRGS) selection of nominees from public schools will continue to be conducted by the school divisions and the Virginia Department of Education (VDOE). The VDOE works with the school division's gifted education coordinator as the primary contact for all information.

As in past years, schools are encouraged to recognize the steps involved in the selection process and to establish dates for the submission of the various parts of the academic and mentorship applications in a manner that meets the division's needs. Each division's coordinator is encouraged to provide the schools in the division with information regarding the application submission process and meeting dates and locations.

This administrative guide has been developed to assist counselors and others who are working with current sophomores or juniors who wish to apply for the agriculture; humanities; life sciences and medicine; mathematics, science, and technology; and mentorship programs.

**Note: A separate application now exists for students wishing to be nominated for the mentorships.**

The guide outlines the specific process for the academic programs and mentorships from pre-nomination through completion of the summer program. Additional information is available at the following Web site:

[www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS](http://www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS)

The rewards of attending a residential Governor's School are great, but the effort needed to complete the application process can be challenging. The work of students, parents, teachers, counselors, school administrators, and central office administrators is deeply appreciated.

Because many schools do not have school-based gifted education teachers, the secondary school counselor is a vital person in the application process. He or she may be the one person in the building with access to the required records and who also knows the student. Students should consult the school counselor throughout the process and honor all deadlines established by the counselor.

**DEFINITION OF TERMS**

Applicants	Students are classified as applicants throughout the school and division's selection process.
Nominees	Applicants are classified as nominees if their applications are selected by the division's selection committee to be submitted to the VDOE.
Gifted Education Coordinator	The designated contact person within the division who is the final authority within the division for problem solving with the VDOE.
Academic Programs	The academic programs available for students include agriculture; humanities; life sciences and

medicine; mathematics, science, and technology; and mentorships in engineering (NASA.NIA) and marine science (VIMS). Students accepted to mentorships at NASA.NIA, VIMS, or the academic program for Life Sciences and Medicine must have access to a personal computer during the Governor's School. School divisions will be asked to provide laptops to those students, as necessary.

### BRIEF DESCRIPTION OF THE PROCESS

#	COMPONENT	DESCRIPTION	TIMELINE
1	Dissemination of Information	Each school division's gifted education coordinator is responsible for disseminating the pertinent information from this document as early in the school year as possible. At the same time, the gifted education coordinator will disseminate school division's dates for applications, and the timeline for student deadlines in this process.	October 2007
2	Criteria for Eligibility	Each school division is responsible for ensuring that all nominees meet the established criteria for application to the Governor's School academic programs and mentorships. Coordinators are required to sign each application to indicate that each nominee submitted is eligible for the program.	October 2007
3	School Selection Process	School selection committees meet in January or February to determine which candidates to send forward for the division's selection process. If a division has only one high school, the school and division's selection process are combined.	January – February 2008
4	School Division Selection Process	Division selection committees meet in late January/early February to determine the nominees for each Governor's School. <b>Each application must be ranked.</b> No two nominees may share a rank.	January – February 2008
5	School Division Nominee Submission Process	<b>5:00 p.m. on February 20, 2008 - DEADLINE</b> for information on the nominees to be submitted in electronic format and the completed applications postmarked and mailed to Summer Residential Governor's Schools Office of Middle/High School Instruction Virginia Department of Education 101 North 14 <sup>th</sup> Street, Richmond, Virginia 23219 OR P.O. Box 2120, Richmond, Virginia 23218-2120 Schools shipping applications by a carrier other than the USPS must use the street address.	February 20, 2008
6	VDOE Selection Process	Final selection for participation in the Governor's Schools is dependent on the strength of the application, local ranking, and the needs of the specific program. Consideration must be given to dormitory space, geographic balance within the Commonwealth, and other factors.	February – April 2008
7	VDOE Student Notification Process	In <b>mid-April</b> students will receive letters concerning the status of their applications. Nominees will either be invited to attend a program or will be designated as alternates. Prior to the mailing of these letters, gifted education coordinators will receive lists indicating the status of individual nominees.	Mid-April 2008
8	Payment Process	Public school divisions will be invoiced in late May for students who have accepted invitations by May 19, 2008. Revised invoices may be sent after the first day of the program, indicating students who declined or accepted after the May invoice. Only divisions with	May – June 2008

#	COMPONENT	DESCRIPTION	TIMELINE
		membership changes will receive revised invoices.	
9	Process Completion	Copies of applications must remain on file in the school division until August 15, 2008. At that time, applications should be shredded.	August 15, 2008

## DETAILED PROCESS INFORMATION FOR ACADEMIC PROGRAMS AND MENTORSHIPS

### 1. DISSEMINATION OF INFORMATION

- Each division's gifted education coordinator is encouraged to provide all high schools with information regarding the application submission process. Each division should establish and publicize dates for the submission of the various parts of the academic and mentorship applications in a manner that meets the needs of its students.
- The Governor's School process begins as **tenth- and eleventh-grade students** return to school. Schools must publicize information about the Summer Residential Governor's Schools to all tenth- and eleventh-grade students and may not restrict information about the program to students enrolled in advanced classes or those recommended solely by teachers.
- Each public school must not discriminate upon the basis of religious conviction, race, gender, age, national origin, disability, or parent/guardian occupation.
- Public school divisions are responsible for the local share of the tuition costs for any student nominated. The local share for the school division is based on its current ability-to-pay composite index, not to exceed 50 percent of the tuition cost for the respective program.

**NOTE:** Students whose parent or legal guardian resides in Virginia and who attend private schools outside of the Commonwealth may also be nominated for Virginia's Summer Residential Governor's Schools if they meet all other eligibility requirements. Such students must contact the Office of Middle/High School Instruction at [SRGS@doe.virginia.gov](mailto:SRGS@doe.virginia.gov), or at 804-225-2651 for more information. Students may access applications and other information at the following Web address:

[www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS](http://www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS)

### 2. CRITERIA FOR ELIGIBILITY

The school shall provide an application to any student who meets the eligibility criteria listed below. Schools are strongly encouraged to review the selection criteria with students and to assist them in recognizing the competition they face at the state level. The following criteria shall be met for a student to be eligible for consideration for a Governor's School academic program or mentorship:

- In the **academic programs and mentorships**, a student must have been identified as gifted. *The Regulations Governing Educational Services for Gifted Students* (8 VAC 20-40-50, Criteria for Screening and Identification) define the areas in which students may be identified as gifted. Submission of a nominee not meeting this first criterion constitutes identification and placement of that student from this point forward in the school division's gifted education program. If a student has been identified through the local division identification process, the score on the achievement or aptitude/ability measure used in the identification process may be used as one of the two norm-referenced test scores required. The second required score must come from a norm-referenced achievement or aptitude/ability measure administered within the past three years. For a list of suggested measures and publishers, please refer to **ATTACHMENT A**.

- A student shall be neither a current applicant to a 2008 Governor's Foreign Language Academy, nor a former participant in these programs. **A student may attend only one Foreign Language Academy or Summer Residential Governor's School program during his or her high school career.**
- A student who participates in one of the 18 Academic-Year Governor's Schools or who has participated in one of the 20 Summer Regional Governor's Schools **MAY** apply.
- A student shall be genuinely interested in attending the Governor's School and have the emotional maturity, stability, and self-discipline to live away from home for an extended period.
- A professional who knows academic ability and strength of the student in the selected area shall recommend the student.
- A student must be eligible for a free, public education in the Commonwealth of Virginia.

### **3. SCHOOL SELECTION PROCESS**

#### ***Committee Process***

Each secondary school may select applicants for the academic programs and mentorships. The school division's gifted education coordinator, according to the needs of the division, determines the number of applicants a school may submit to the division's selection committee. These applicants become part of the division's applicant pool from which nominees will be selected.

Each school may convene a committee to consider applicants from the school. Schools should consider including secondary school counselors, educators and/or professionals knowledgeable in each of the academic program disciplines, and persons with expertise/experience in gifted education on its selection committee. Each school sends the completed, original application (with attached documentation of test scores, grades, and level of course difficulty) for each applicant to the school division's selection committee according to the schedule established by the division's gifted education coordinator. Transcripts and other supporting documentation not specifically required in the application should not be sent to VDOE with the nominee's original application.

### **4. SCHOOL DIVISION SELECTION PROCESS**

#### ***Number of Nominees***

The number of nominees a school division may submit is determined by the VDOE (see **ATTACHMENT B**) based on the enrollment of eligible students in the school division. The number of nominees a division may submit to the VDOE is given on **ATTACHMENT B** for the following groups:

- Total academic nominees (humanities; life sciences and medicine; mathematics, science and technology; or mentorships), and
- A separate total nominees for agriculture.

The maximum number of nominees allowed per division is based on enrolled **tenth- and eleventh-grade students**. **Where needed, the quotas have been adjusted to reflect the opening of new schools.**

#### ***Committee Process***

Each public school sends the completed, **original** application for each applicant to the division's selection committee. The division's selection committee must receive applications by the deadline established by the gifted education coordinator. After receiving applications from each participating public school with the test score, course, and grade information attached to each application, the division selects its nominees.

The division's selection committee will consider the pool of local applicants and select its nominees from that division. The VDOE suggests that the division's selection committee consist of secondary school counselors, educators and/or professionals knowledgeable in the academic program disciplines, and persons with expertise or experience in gifted education. The members of the division's selection committee should represent as many of the schools submitting applicants as possible and should include administrators or teachers who have knowledge about the Governor's Schools.

**ATTACHMENT C**, Scoring Guidelines, provides guidance on evaluating student career highlights, essay, and teachers' narratives. Selection of nominees should be based on the applicants' ability to handle the academic components of the program, understanding of the program expectations, social and emotional maturity, and genuine interest and willingness to participate fully in the program. Nominees should be broadly representative of the racial and gender composition of the division.

### ***Completing the Application***

The division's selection committee must determine the total score for each applicant by using the Academic Program and Mentorship Scores form. This form is available online at the following Web site:

[www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS](http://www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS)

The VDOE will check the computation of teachers' rating scales, narratives, essays, and final scores as part of its process. Applications received by the VDOE with incomplete scores will be returned to the division's gifted education coordinator for completion. The student will not be considered for any position until all scoring is complete and the application is resubmitted.

Each student's application should also indicate the names, titles, and schools of the division's selection committee members and other signatures to be indicated on the Division/Region Signatures form. This form is also available at the previously provided Web site. The gifted education coordinator's statement acknowledges that the student's attendance and discipline records have been reviewed and that the nominee is worthy to represent his or her school division.

Each public school must maintain a copy of a completed application for each nominee. These applications may be requested by the VDOE or by the director of the Governor's School if the student is selected to attend. **Divisions should retain a copy of each application until August 15, 2008.** These applications may be requested by the VDOE or by the director of the Governor's School, if the student is selected to attend.

All decisions of the division committee are final. The VDOE does not have jurisdiction over the decisions made at the local level, unless it is shown that the local selection did not adhere to the requirements outlined in this document.

## **5. SCHOOL DIVISION NOMINEE SUBMISSION PROCESS**

### ***Ranking the Nominees***

Once the division's selection committee has identified its academic program and mentorship nominees, those nominees must be ranked in one collective ranking system, regardless of the program selected. In other words, all nominees for AG, HUM, LSM, MST, NASA.NIA, and VIMS form one ranking pool, separate from visual and performing arts (VPA) nominees. In the case of multiple students with the same score, the committee must assign a different rank to each student. **Students may share the same score, but not the same rank.** This ranking is required to enter students into the Nomination Report.

### ***Submitting the Nomination Report***

Nomination information will be submitted to the VDOE via a specific Web site. Gifted education coordinators should contact their school division's Single Sign-On for Web Systems (SSWS) account manager for access. Only authorized users will be able to open the 2008 Summer Residential Governor's School Nominations Report. The VDOE cannot give public school personnel this access; it may only come from the school division's SSWS account manager. The Nomination Report form will be available on Friday, February 1, 2008, at the following Web address:

<https://p1pe.doe.virginia.gov/ssws>

The first page of academic application, which now must be keyed by the student to ensure accuracy and legibility, includes all student information needed to complete the nominations report. The first screen, after successful login, will show the division's quotas for academics and agriculture programs. These totals will adjust automatically as students' program choices are entered. Users should click on the "Add Nominee" button to the right of the academic quotas to start entering student data. The user will be notified when he or she attempts to nominate a student where the division's quota has been filled or where the rank has been duplicated. Users will have the ability to edit or delete data for nominees after they have been entered.

A new features to the nomination report has been incorporated this year. The program now includes a block on non-Virginia ZIP codes. If the student's address does not include a valid Virginia ZIP code, the student's information will not be accepted by the nomination program. Such students' eligibility will need to be confirmed at the local level and a valid Virginia address will be required before the program will accept the nominee.

Once **all nominee information, including VPA, academic programs, and mentorship nominees, has been entered**, the user should click on "Verification Report," shown on the screen's left blue bar. This report requires Adobe Acrobat® to be read. If the user's computer does not have that software, it may be downloaded without charge from the following Web site:

[www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)

Users should save the verification report to their computers, print a copy, and have it signed by the division superintendent. The verification report must be printed after all nominees are entered in order to indicate the correct number of students for whom the division is guaranteeing tuition. Divisions indicate, through the signed verification report, that **they are guaranteeing tuition for all students nominated**. The division's nomination report is instantaneously transmitted to the VDOE. The second and subsequent pages of the division's verification report list pertinent information about its nominees that has been transmitted to the VDOE. If the user has an interruption in the online submission process, submission of the data will not be lost. Further information and specific step-by-step instructions will be posted to the following Web site and sent via e-mail to all gifted education coordinators by February 1, 2008:

[www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS](http://www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS)

### ***Submitting Applications to VDOE***

The gifted education coordinator mails originals of the applications for the selected nominees along with the verification report signed by the division superintendent to the VDOE. Only materials required by the VDOE will be accepted. Transcripts, student resumes, and pictures should not be included in the submitted application.

**IN ORDER TO BE CONSIDERED, all materials must be packed in the order indicated on the verification report and be postmarked by 5 p.m. February 20, 2008. NO EXCEPTIONS WILL BE MADE. SUBMIT ORIGINAL COMPLETED APPLICATIONS TO THE FOLLOWING ADDRESS:**

Summer Residential Governor's Schools  
Office of Middle/High School Instruction  
Virginia Department of Education  
101 North 14th St., Richmond, VA 23219  
OR

P.O. Box 2120, Richmond, VA 23218-2120

Schools shipping applications by a carrier other than the USPS must use the street address.

**NOTE:** Students whose applications were not sent forward for state-level consideration must be provided with written information indicating that they will not receive any communication from the VDOE in mid-April 2008. Divisions may be asked to provide this list to the VDOE.

## **6. VIRGINIA DEPARTMENT OF EDUCATION SELECTION PROCESS**

The VDOE receives and processes all required materials **postmarked by February 20, 2008**. Final selection for the academic program participants is made by the VDOE and the program directors and will be based on the strength of the student's application, ranking, needs of the program, and the guaranteed place for each school division.



Final selection for mentorship participants is made by the program and/or site directors and mentors, based on the strength of the student's application, program needs, and the availability of mentors. No school division is guaranteed that a student will be accepted into a mentorship.

**NOTE:** Each division is guaranteed one representative in an academic program or mentorship. However, due to the limited number of mentorships, a division that submits nominees only for mentorship programs may not be represented in the 2008 program.

## **7. VIRGINIA DEPARTMENT OF EDUCATION NOTIFICATION PROCESS**

Each nominee will be sent a letter regarding his or her application status by mid-April 2008. Prior to the mailing of letters to all nominees, the gifted education coordinator for each division will receive a status list indicating "invited" or "alternate" status for individual nominees. At this point, all students are listed as "invited" or "alternates." Gifted education coordinators are welcome to share this information with the nominees. Each student's letter will be sent directly to the home address indicated on the nomination report and nominee's application.

Because the gifted education coordinator is the primary contact for the VDOE, personnel from individual schools are welcome to contact him/her for information on specific nominees.

## **8. PAYMENT PROCESS**

Public school divisions will be invoiced in late May for students who have accepted the invitation to attend as of May 19, 2008. Divisions may receive a revised invoice after the first day of the program (June 23, 2008), indicating students who declined or accepted after the May invoice. Only divisions with changes will receive revised invoices.

The following tuitions will be used to determine the school division's share of academic program costs, based on the locality's ability to pay composite index:

Program	2008 Tuition
Agriculture (AG)	\$2,000
Humanities (HUM)	\$1,742
Life Sciences and Medicine (LSM)	\$2,667
Mathematics, Science, and Technology (MST)	\$1,472
Mentorships in Engineering and Marine Science (NASA.NIA or VIMS)	\$2,947

## **9. PROCESS COMPLETION**

Copies of applications must remain on file until August 15, 2008. At that time, applications should be shredded.

**ACADEMIC AND MENTORSHIP PROGRAMS  
IMPORTANT DATES  
2007-2008**

October 2007	Dissemination of information to students begins the process.
October 2007 - February 2008	Criteria for eligibility are considered for each student who plans to apply. Criteria are reviewed before applications are submitted.
January-February 2008	School selection process takes place.
January-February 2008	Date determined by each division's gifted education coordinators as deadline for schools to submit completed applications to the division's selection committee.
January-February 2008	Divisions' selection process takes place.
February 1, 2008	Summer Residential Governor's School Nominations Application will open through the SSWS.
February 20, 2008	School divisions' nominee submission process deadline for the gifted education coordinator to mail original applications and the cover page of the nominee report signed by the division superintendent to the VDOE and to enter the nominee information on a specific VDOE Web site.
February-April 2008	VDOE's selection process takes place.
Mid-April 2008	VDOE's notification through letters sent to students indicating status of application. Coordinators receive a list of students and their status.
May 2008	Payment process begins with invoices that are sent for students who plan to attend.
June 2008	Payment process continues with adjustments to invoice(s), if necessary.
August 15, 2008	Process is completed when applications are shredded.

**Contact Information**

If you have questions regarding the application, student selection process, submission of the nomination data, or the invoice process, please contact the Office of Middle/High School Instruction at [SRGS@doe.virginia.gov](mailto:SRGS@doe.virginia.gov), or at 804-225-2651.



**ATTACHMENT A**  
**Testing Information**

APTITUDE/ABILITY TESTS		ACHIEVEMENT TESTS	
Cognitive Abilities Test (CogAT)	Preliminary SAT Scoring Service (PSSS) 9 <sup>th</sup> or 10 <sup>th</sup> graders	American College Test (ACT)	Stanford 9 or 10 (SAT 9 or 10)
Kaufmann Brief Intelligence Test (KBIT-2)	Raven's Standard or Progressive Coloured Matrices	Comprehensive Test of Basic Skills (CTBS)	Terra Nova
Naglieri Non-Verbal Ability Test (NNAT)	Scholastic Aptitude Test (SAT)	Iowa Test of Basic Skills (ITBS)	
Otis Lennon School Abilities Test (OLSAT)	Wechsler Intelligence Scale for Children 4 <sup>th</sup> ed. (WISC IV)		
Preliminary Scholastic Aptitude Test (PSAT) 11 <sup>th</sup> graders	Woodcock-Johnson Cognitive Abilities Test (W-J)		
Other norm-referenced achievement or aptitude/ability tests with validity and reliability in the assessment of gifted students may be used in the application process.			

**APTITUDE TESTING INFORMATION**

The **Cognitive Abilities Test (CogAT)** Level G or H may be given to applicants and is marketed by:

Riverside Publishing  
4235 Spring Lake Drive  
Itasca, IL 60143-2079  
800-323-9540  
[www.riverpub.com](http://www.riverpub.com)

The **Kaufmann Brief Intelligence Test (KBIT-2)** is administered in 30 minutes and is marketed by:

American Guidance Service  
4201 Woodland Road – XT  
P.O. Box 99  
Circle Pines, MN 55014-1796  
800-328-2560  
[www.agsnet.com](http://www.agsnet.com)

The **Naglieri Non-Verbal Ability Test (NNAT)** is administered in 30 minutes and is marketed by:

Harcourt Assessment, Inc.  
P.O. Box 708912  
San Antonio, Texas 78270-8912  
800-211-8378  
<http://harcourtassessment.com>

## ATTACHMENT A, continued

The **Otis Lennon School Abilities Test (OLSAT)** is marketed by:

Harcourt Assessment, Inc.  
19500 Bulverde Road  
San Antonio, TX 78259  
800-211-8378  
<http://harcourtassessment.com>

The **PSAT** is the Preliminary Scholastic Aptitude Test, given twice a year, generally on the second Tuesday in October, when it serves as the National Merit Scholarship Qualifying Test and then on Saturday of that week as just the PSAT. Students may register by mail or online and must be in the eleventh grade to qualify for the NMSQT.

The **PSSS** is the same as the PSAT/NMSQT test given only in the spring of the ninth and/or tenth grade. The scores from this test are not used as qualifiers for the National Merit competition. The cost per student is slightly less than the PSAT. It is administered on any date the school chooses.

The Scholastic Aptitude Test, **SAT**, is given on selected Saturdays throughout the year. Students may register by mail or online. This is the test used by most east coast colleges and universities as an entrance criterion.

The **PSAT**, **PSSS**, and **SAT** are marketed by:

The College Board  
45 Columbus Avenue  
New York, NY 10023-6992  
212-713-8000  
[www.collegeboard.com](http://www.collegeboard.com)

The **Raven Standard and Progressive Matrices** is marketed by:

Harcourt Assessment, Inc.  
19500 Bulverde Road  
San Antonio, TX 78259  
800-211-8378  
<http://harcourtassessment.com>

The **Wechsler Intelligence Scale for Children (WISC IV)** is marketed by:

Harcourt Assessment, Inc.  
19500 Bulverde Road  
San Antonio, TX 78259  
800-211-8378  
<http://harcourtassessment.com>

The **Woodcock-Johnson Cognitive Abilities Test (W-J)** is marketed by:

Riverside Publishing  
4235 Spring Lake Drive  
Itasca, IL 60143-2079  
800-323-9540  
[www.riverpub.com](http://www.riverpub.com)

## ATTACHMENT A, continued

### ACHIEVEMENT TESTING INFORMATION

The **American College Test (ACT)** is administered on selected Saturdays throughout the year. Students may register online or through the mail. This test is used as an entrance criterion for many colleges and universities.

ACT  
500 ACT Drive  
P.O. Box 168  
Iowa City, Iowa 52243-0168  
319-337-1270  
[www.act.com](http://www.act.com)

The **Comprehensive Test of Basic Skills (CTBS)** is marketed by:

CTB/McGraw-Hill  
20 Ryan Ranch Road  
Monterey, CA 93940  
800-538-9547  
[www.ctb.com](http://www.ctb.com)

The **Iowa Test of Basic Skills (ITBS)** is marketed by:

Riverside Publishing  
4235 Spring Lake Drive  
Itasca, IL 60143-2079  
800-323-9540  
[www.riverpub.com](http://www.riverpub.com)

The **Stanford 10 (SAT)** is marketed by:

Harcourt Assessment, Inc.  
19500 Bulverde Road  
San Antonio, TX 78259  
800-211-8378  
<http://harcourtassessment.com>

The **Terra Nova** is available **online** at: CTB/McGraw-Hill

CTB/McGraw-Hill  
20 Ryan Ranch Road  
Monterey, CA 93940  
800-538-9547  
[www.ctb.com](http://www.ctb.com)

**NOTE:** Information on these pages is not intended to be a comprehensive listing of all possible measures. School counselors are welcome to consider other valid and reliable norm-referenced achievement or aptitude/ability measures.

## ATTACHMENT B

### Public Schools Academic and Agriculture Quotas

- ACAD Quota = Total number of nominees for Humanities; Life Sciences and Medicine; and Mathematics, Science and Technology; and Mentorships
- AG Quota = Total number of nominees for Agriculture. Nominees from other academic areas may not use open slots in this area.

Div. No.	Division Name	High Schools	Total Students in Grades 10 and 11	Acad Quota	AG Quota
1	ACCOMACK CO PBLC SCHS	4	953	4	2
2	ALBEMARLE CO PBLC SCHS	4	2,211	9	5
3	ALLEGHANY CO PBLC SCHS	1	446	2	1
4	AMELIA CO PBLC SCHS	1	296	2	1
5	AMHERST CO PBLC SCHS	1	811	4	2
6	APPOMATTOX CO PBLC SCHS	1	359	2	1
7	ARLINGTON CO PBLC SCHS	3	2,747	11	6
8	AUGUSTA CO PBLC SCHS	5	1,886	8	4
9	BATH CO PBLC SCHS	1	152	2	1
10	BEDFORD CO PBLC SCHS	3	1,852	8	4
11	BLAND CO PBLC SCHS	2	171	2	1
12	BOTETOURT CO PBLC SCHS	2	784	4	2
13	BRUNSWICK CO PBLC SCHS	2	352	2	1
14	BUCHANAN CO PBLC SCHS	4	564	3	2
15	BUCKINGHAM CO PBLC SCHS	1	410	2	1
16	CAMPBELL CO PBLC SCHS	4	1,450	6	3
17	CAROLINE CO PBLC SCHS	1	686	3	2
18	CARROLL CO PBLC SCHS	2	667	3	2
19	CHARLES CITY CO PBLC SCHS	1	134	2	1
20	CHARLOTTE CO PBLC SCHS	1	373	2	1
21	CHESTERFIELD CO PBLC SCHS	10	9,922	40	20
22	CLARKE CO PBLC SCHS	1	403	2	1
23	CRAIG CO PBLC SCHS	1	113	2	1
24	CULPEPER CO PBLC SCHS	1	1,186	5	3
25	CUMBERLAND CO PBLC SCHS	1	282	2	1
26	DICKENSON CO PBLC SCHS	3	416	2	1
27	DINWIDDIE CO PBLC SCHS	1	885	4	2
28	ESSEX CO PBLC SCHS	1	315	2	1
29	FAIRFAX CO PBLC SCHS	30	26,937	108	54
30	FAUQUIER CO PBLC SCHS	2	1,896	8	4
31	FLOYD CO PBLC SCHS	1	319	2	1
32	FLUVANNA CO PBLC SCHS	1	652	3	2
33	FRANKLIN CO PBLC SCHS	1	1,333	6	3
34	FREDERICK CO PBLC SCHS	3	2,243	9	5
35	GILES CO PBLC SCHS	2	412	2	1
36	GLOUCESTER CO PBLC SCHS	1	1,096	5	3
37	GOOCHLAND CO PBLC SCHS	1	409	2	1
38	GRAYSON CO PBLC SCHS	2	351	2	1
39	GREENE CO PBLC SCHS	1	461	2	1

Div. No.	Division Name	High Schools	Total Students in Grades 10 and 11	Acad Quota	AG Quota
40	GREENSVILLE CO PBLC SCHS	1	406	2	1
41	HALIFAX CO PBLC SCHS	1	1,035	5	3
42	HANOVER CO PBLC SCHS	4	3,227	13	7
43	HENRICO CO PBLC SCHS	9	7,981	32	16
44	HENRY CO PBLC SCHS	2	1,358	6	3
45	HIGHLAND CO PBLC SCHS	1	59	2	1
46	ISLE OF WIGHT CO PBLC SCHS	2	977	4	2
48	KING GEORGE CO PBLC SCHS	1	637	3	2
49	KING AND QUEEN CO PBLC SCHS	1	115	2	1
50	KING WILLIAM CO PBLC SCHS	1	343	2	1
51	LANCASTER CO PBLC SCHS	1	257	2	1
52	LEE CO PBLC SCHS	2	612	3	2
53	LOUDOUN CO PBLC SCHS	9	7,415	30	15
54	LOUISA CO PBLC SCHS	1	740	3	2
55	LUNENBURG CO PBLC SCHS	1	303	2	1
56	MADISON CO PBLC SCHS	1	377	2	1
57	MATHEWS CO PBLC SCHS	1	252	2	1
58	MECKLENBURG CO PBLC SCHS	2	806	4	2
59	MIDDLESEX CO PBLC SCHS	1	256	2	1
60	MONTGOMERY CO PBLC SCHS	4	1,626	7	4
62	NELSON CO PBLC SCHS	1	342	2	1
63	NEW KENT CO PBLC SCHS	1	489	2	1
65	NORTHAMPTON CO PBLC SCHS	1	320	2	1
66	NORTHUMBERLAND CO PBLC SCHS	1	273	2	1
67	NOTTOWAY CO PBLC SCHS	1	405	2	1
68	ORANGE CO PBLC SCHS	1	838	4	2
69	PAGE CO PBLC SCHS	2	601	3	2
70	PATRICK CO PBLC SCHS	1	440	2	1
71	PITTSYLVANIA CO PBLC SCHS	4	1,676	7	4
72	POWHATAN CO PBLC SCHS	1	711	3	2
73	PRINCE EDWARD CO PBLC SCHS	1	470	3	2
74	PRINCE GEORGE CO PBLC SCHS	2	1,052	5	3
75	PRINCE WILLIAM CO PBLC SCHS	10	12,205	49	25
77	PULASKI CO PBLC SCHS	1	835	4	2
78	RAPPAHANNOCK CO PBLC SCHS	1	173	2	1
79	RICHMOND CO PBLC SCHS	1	223	2	1
80	ROANOKE CO PBLC SCHS	5	2,637	11	6
81	ROCKBRIDGE CO PBLC SCHS	1	602	3	2
82	ROCKINGHAM CO PBLC SCHS	3	1,934	8	4
83	RUSSELL CO PBLC SCHS	3	697	3	2
84	SCOTT CO PBLC SCHS	4	620	3	2
85	SHENANDOAH CO PBLC SCHS	3	1,045	5	3
86	SMYTH CO PBLC SCHS	3	903	4	2
87	SOUTHAMPTON CO PBLC SCHS	1	579	3	2
88	SPOTSYLVANIA CO PBLC SCHS	5	4,186	17	9
89	STAFFORD CO PBLC SCHS	4	4,606	19	10

Div. No.	Division Name	High Schools	Total Students in Grades 10 and 11	Acad Quota	AG Quota
90	SURRY CO PBLC SCHS	1	157	2	1
91	SUSSEX CO PBLC SCHS	1	289	2	1
92	TAZEWELL CO PBLC SCHS	4	1,147	5	3
93	WARREN CO PBLC SCHS	3	953	4	2
94	WASHINGTON CO PBLC SCHS	4	1,250	5	3
95	WESTMORELAND CO PBLC SCHS	1	349	2	1
96	WISE CO PBLC SCHS	6	1,164	5	3
97	WYTHE CO PBLC SCHS	3	607	3	2
98	YORK CO PBLC SCHS	5	2,285	10	5
101	ALEXANDRIA CITY PBLC SCHS	1	1,445	6	3
102	BRISTOL CITY PBLC SCHS	1	391	2	1
103	BUENA VISTA CITY PBLC SCHS	1	183	2	1
104	CHARLOTTESVILLE CTY PBLC SCHS	1	741	3	2
106	COLONIAL HEIGHTS CITY PBLC SCHS	1	482	2	1
107	COVINGTON CITY PBLC SCHS	1	142	2	1
108	DANVILLE CITY PBLC SCHS	3	1,207	5	3
109	FALLS CHURCH CITY PBLC SCHS	1	320	2	1
110	FREDERICKSBURG CITY PBLC SCHS	1	441	2	1
111	GALAX CITY PBLC SCHS	1	180	2	1
112	HAMPTON CITY PBLC SCHS	4	4,140	17	9
113	HARRISONBURG CITY PBLC SCHS	1	784	4	2
114	HOPEWELL CITY PBLC SCHS	1	712	3	2
115	LYNCHBURG CITY PBLC SCHS	2	1,528	7	4
116	MARTINSVILLE CITY PBLC SCHS	1	451	2	1
117	NEWPORT NEWS CITY PBLC SCHS	5	5,434	22	11
118	NORFOLK CITY PBLC SCHS	5	6,182	25	13
119	NORTON CITY PBLC SCHS	1	124	2	1
120	PETERSBURG CITY PBLC SCHS	1	890	4	2
121	PORTSMOUTH CITY PBLC SCHS	3	2,882	12	6
122	RADFORD CITY PBLC SCHS	1	252	2	1
123	RICHMOND CITY PBLC SCHS	8	3,892	16	8
124	ROANOKE CITY PBLC SCHS	2	2,141	9	5
126	STAUNTON CITY PBLC SCHS	1	469	2	1
127	SUFFOLK CITY PBLC SCHS	3	2,464	10	5
128	VIRGINIA BEACH CITY PBLC SCHS	11	12,751	52	26
130	WAYNESBORO CITY PBLC SCHS	1	477	2	1
131	WILLIAMSBURG-JAMES CITY PBLC SCHS	3	1,773	8	4
132	WINCHESTER CITY PBLC SCHS	1	659	3	2
135	FRANKLIN CITY PBLC SCHS	1	271	2	1
136	CHESAPEAKE CITY PBLC SCHS	7	7,449	30	15
139	SALEM CITY PBLC SCHS	1	701	3	2
142	POQUOSON CITY PBLC SCHS	1	477	2	1
143	MANASSAS CITY PBLC SCHS	1	1,055	5	3
144	MANASSAS PARK CITY PBLC SCHS	1	367	2	1
202	COLONIAL BEACH PBLC SCHS	1	105	2	1
207	WEST POINT PBLC SCHS	1	130	2	1

## ATTACHMENT C

### Scoring Guidelines

#### GUIDELINES FOR RATING STUDENTS' ACTIVITIES, RESEARCH AND HONORS

Students have been instructed to be very specific with regard to the explanation of their activities, honors, recognitions and organization names in this section.

A student should be given 1 or 2 points for each **activity**, sponsored by regional, state, or national organizations that supports his/her field of interest. One point should be awarded for membership in these activities with a second point awarded for leadership and/or elected office in the activities or organizations. **Only three activities within the past three years may be counted.**

A student should be awarded 1 or 2 points for each **research/study experience** related to his/her field of interest. One point may be awarded for topics and studies that are limited to assignments that are regular parts of the student's curriculum. A second point may be awarded for outstanding accomplishment within the study, completion or pursuit beyond the course requirements, or submission/presentation of the study to a competition, or other activities as deemed appropriate by a majority of the committee. **Only three research/study experiences may be counted.** Virginia Junior Academy of Science (VJAS) or International Science and Engineering Fair (ISEF) experience must be demonstrated for NASA.NIA and VIMS applicants.

A student may receive 1 or 2 points for up to three **honors or recognitions** they have received based on the criteria established by the local committee.

Record the scores in Part I of the Academic Scores form, available in the student's application and at the following Web site:

[www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS](http://www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS)

#### GUIDELINES FOR RATING APPLICANT SPEECHES/ESSAYS

The rubric is provided as guidance for the scoring of student essays. Students have a choice of three essay prompts and all essay prompts are equally valued. The rubric provided is based on the Standards of Learning writing rubric. The maximum score for each essay is 6 points per reader. The score is composed of Composition and Mechanics. Scores must be recorded as whole numbers, with the lowest of 0-1 and the highest of 6.

COMPOSITION	0 – 1	2	3	4
Central Idea	Missing	Unclear	Weak	Strong
Elaboration	Unclear	Seldom	Some	Appropriate
Organization	Lacking	Random	Lapses	Logical
Unity	Absent	Many digressions	Some digressions	Unified
Voice	Silent	Absent	Weak	Controlled
MECHANICS	0	1	2	
Sentence Structure	Weak	Some variety	Varied	
Usage	Incorrect	Some incorrect	Consistently correct	
Mechanics	Incorrect	Some incorrect	Consistently correct	

Evaluators are asked to record the scores for each reader in Part II of the Academic Scores form in the student's application and at the previous Web site.



## ATTACHMENT C, continued

### GUIDELINES FOR RATING TEACHERS' NARRATIVES

1. The division coordinator may appoint a reading committee to score the teachers' narratives. This committee can be the same one used to score the applicants' essays.
2. Reader(s) should assess each teacher's impression of the applicant and assign a score for each narrative between 1 (low) and 6 (high) based on the following scale:
  - **6 pts.** This student demonstrates superior skills and understanding of all of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
  - **4 - 5 pts.** This student demonstrates excellent skills and understanding in most of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
  - **3 pts.** This student demonstrates adequate skills in most of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
  - **2 pts.** This student demonstrates moderate skills in the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
  - **1 pt.** This student demonstrates few skills in any of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
3. Record the scores in Part III of the Academic Scores form available in the student's application and at the previous Web site.